



CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 16

USE OF CITY FUEL PUMPS

These Administrative Instructions set forth City policy and procedure with respect to proper use of City fuel pumps located at the WasteWater Treatment Plant.

INSTRUCTIONS

City fuel pumps shall only be used for refueling City-owned vehicles and equipment. Under no circumstances shall these pumps be used for privately owned vehicles or equipment. If employees are required to use their own vehicles for official business, they may upon proper application be reimbursed in accordance with Section 33.29 of the Codified Ordinances of the City of Bowling Green.

Whenever City vehicles or equipment are refueled at the City pumps, employees will use the appropriate vehicle or equipment fuel card. Only those cards assigned to the vehicle or piece of equipment being refueled shall be used when refueling. Vehicle/equipment cards are not interchangeable and shall be used only with the corresponding vehicle or equipment. Employees are required to enter their personal identification code in order to dispense fuel. Personal code numbers are assigned by either the Municipal Administrator's office for all general city employees or by the Utilities Director's office for all utility employees.

If loss or damage to a card occurs, the employee shall immediately notify his or her division/ department head, who in turn will notify the Municipal Administrator in cases involving general City employees, or the Director of Utilities in cases involving Municipal Utilities employees.



John B. Quinn, Mayor

4-25-01

Date